



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

JUNIOR LAND USE/ENVIRONMENTAL PLANNER
LAND USE/ENVIRONMENTAL PLANNER I
LAND USE/ENVIRONMENTAL PLANNER II
LAND USE/ENVIRONMENTAL PLANNER III

Class No. 003523
Class No. 003507
Class No. 003508
Class No. 003550

■ CLASSIFICATION PURPOSE

To perform professional environmental and planning studies, research, and data analysis to develop goals and policy recommendations for adoption by decision-making bodies; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

All positions in this class series are allocated to departments within the Land Use and Environment Group.

Junior Land Use/Environmental Planner:

This is the entry-level class in this series. Under immediate supervision, incumbents assist higher level Land Use/Environmental Planners in preparing routine planning studies/projects characterized by having little or no public controversy, few environmental/technical planning issues and lower level decision-making body. Incumbents perform assignments of expanded scope and responsibility as more experience is gained.

Land Use/Environmental Planner I:

This is the second entry-level class in this series. Under general supervision, incumbents independently process projects/tasks characterized by having moderate public controversy, and of low complexity such as minor use permits, variances, administrative permits, boundary adjustments, tentative parcel maps; or policy and ordinance changes. Incumbents assist higher-level environmental planners with community plans and amendments to the General Plan.

Land Use/Environmental Planner II:

This is the journey-level class in this series. Under general direction, incumbents independently perform a wide scope of environmental and/or planning projects characterized by having moderate public controversy, and of moderate complexity such as major use permits, tentative maps, variances, environmental impact reports, rezones or county-wide policy and ordinance changes, updates to the General Plan, or special projects. Selected positions may serve as a project leader over a team of professional staff.

Land Use/Environmental Planner III:

This is the first-supervisory or lead-level class in this series. Under general direction, incumbents perform the most complex, difficult and sensitive environmental and/or planning projects, and may serve as project leader for a major environmental and/or planning project or study. This class is distinguished from the next higher class, Land Use/Environmental Planning Manager, in that the latter plans, directs and coordinates the work of subordinate planners for a significant functional area.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

PLANNING OPTIONS

Essential Functions:

Technical Planning, Research and Analysis

1. Collects and identifies sociological, economic, demographic, and physical site data that affect land use and community development.
2. Prepares multi-disciplinary projects and studies.

3. Plans and implements comprehensive programs for utilization of land and physical facilities.
4. Reviews building plans for conformance with the Zoning Ordinance.
5. Reviews and prepares charts, maps and other graphic materials using planning instruments and computer mapping tools.
6. Plans, coordinates, and prepares projects and studies such as general plan elements, comprehensive plans and other special planning studies and environmental impact reports.
7. Defines parameters of projects.
8. Analyzes and makes recommendations on discretionary projects/permits.
9. Leads and personally performs specialized and technical planning tasks and coordinates, organizes, and implements comprehensive plans and programs for effective utilization of the land and physical facilities.
10. May act as group lead/member on committees/special task forces.

Administration and Project Coordination

1. Defines the parameters of projects.
2. Prepares records on the status of assigned projects.
3. Prepares grant applications.
4. Act as a group project leader and participates as a member of committees and special task groups.
5. Assists committees and groups in formulating policy statements and implementing programs.
6. Leads multi-disciplinary professional and non-professional staff in conducting a variety of planning studies or evaluating discretionary permits.
7. Drafts agendas and minutes of meetings.
8. Assists in preparing the division budget.

Communication and Report Preparation

1. Writes clear, concise, and effective reports, communicating information to the public, government officials, agencies and staff.
2. Produces final documents such as ordinances, technical reports, development standards and criteria, general plan amendments and resolutions, and notices of approval or disapproval for discretionary projects.
3. Communicates orally to the public, governmental officials, citizen groups and other staff to effectively convey technical planning information.
4. Makes public presentations to the Board of Supervisors, citizen planning groups, environmental groups Planning Commission, Planning and Environmental Review Board, and other policy-making bodies.
5. Provides responsive, high quality service to county employees, representatives of outside agencies and member of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

ENVIRONMENTAL OPTIONS

Essential Functions:

Generalist

1. Prepares environmental impact reports; initiates studies and environmental reports in archeology, biology, geography, geology, ecology, zoology, and environmental management.
2. Provides responsive, high quality service to county employees, representatives of outside agencies and member of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Archeology

1. Provides technical expertise in the field of archeology.

2. Prepares and reviews projects for potential archeological issues.
3. Assesses significance of prehistoric and historic archaeology or historical architectural resources; and suggests appropriate mitigation measures for the protection of these resources.

Biology

1. Provides technical expertise in the field of biology, and suggests appropriate mitigation measures for the protection of biological resources.
2. Prepares and/or reviews projects for potential biological issues; biological survey reports and resource management plans prepared by consultants.

Geology

1. Provides technical expertise in the field of geology, and advises on the protection and proper use of geologic resources.
2. Reviews projects to identify potential geologic issues and technical reports covering such topics as geologic hazards (e.g. landslides, rock fall, seismic rupture, soils), mineral resources, and adverse soil conditions.

Noise

1. Provides technical expertise in the field of acoustics, and recommends appropriate mitigation measures for the minimization of adverse noise impact.
2. Reviews projects to identify potential noise related issues and technical reports covering potential noise related issues completed by consultants (including the monitoring of noise levels and calculating anticipated noise levels).

Agricultural Resources

1. Provides technical expertise in the field of agricultural and environmental issues and specialized local issues.
2. Reviews projects to identify potential agricultural/urban interface issues, and responds to the Agricultural Interface Board.
3. Analyzes the impact of federal, state and county legislation on agriculture and the environment.
4. Coordinates the gathering and preparation of statistics related to agriculture.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Land use/environmental principles in the areas of transportation, capital facilities, environmental analysis, growth management, zoning and land use regulation.
- Theories and principles of urban and regional planning.
- Environmental issues relating to one or more of the following: archeology, biology, geography, ecology, zoology, air quality and noise, water quality and resources, land use planning, transportation, energy, environmental management, and agriculture.
- The California Environmental Quality Act (CEQA), and other federal, state, county and local laws and ordinances pertaining to the environment.
- Environmental impact report preparation and interpretation.
- Zoning and subdivision principles and regulations.
- Research practices applicable to data collection and analysis.
- Appropriate land use patterns.
- Land development practices and construction permit processes.
- Basic college level statistics.
- Mapping techniques and graphic design.
- Oral and written presentation techniques.
- Legal basis for planning, zoning, and land development activities.
- Principles and techniques of lead work and training.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to all classes:

- Compile, organize, analyze and interpret data.
- Assemble, analyze, and evaluate sociological, economic, demographic, environmental and land use data for studies and formulate recommendations for decision-making bodies.
- Read, understand, and interpret maps including land use, topographic, population distribution, and physical and natural features.
- Summarize technical information relevant to environmental issues.
- Identify and evaluate environmental resources.
- Analyze maps in a three-dimensional context and visualize the impact of construction on a site.
- Read and interpret rules, regulations, policies and ordinances.
- Collect and analyze data.
- Prepare reports and correspondence.
- Use planning instruments and computer mapping tools.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Land Use/Environmental Planner III (in addition to the above):

- Integrate various planning disciplines necessary in a complex project.
- Lead the work of other professional staff.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Junior Land Use/Environmental Planner:

1. A bachelor's degree from an accredited college or university in city and regional planning, urban planning, landscape architecture, architecture, geography, archeology, biology with a concentration in wildlife and/or botany; geology; or any one of the following life and physical sciences, geography with a concentration in conservation of environmental quality, natural resources or physical geography, ecology; zoology; engineering with an emphasis in acoustics or environmental management or a related field.

Land Use/Environmental Planner I:

1. A bachelor's degree from an accredited college or university in city and regional planning, urban planning, landscape architecture, architecture, geography, archeology, biology with a concentration in wildlife and/or botany; geology; or any one of the following life and physical sciences, geography with a concentration in conservation of environmental quality, natural resources or physical geography, ecology; zoology; engineering with an emphasis in acoustics or environmental management or a related field, AND one (1) year of progressively responsible professional level experience performing environmental analysis, planning, research, data analysis, computations, and preparing and presenting reports and graphics. Possession of a master's degree as stated above may substitute for the required experience, OR
2. One (1) year of experience as a Junior Land Use/Environmental Planner with the County of San Diego.

Land Use/Environmental Planner II:

1. A bachelor's degree from an accredited college or university in city and regional planning, urban planning, landscape architecture, geography, archeology, biology with a concentration in wildlife and/or botany; geology; or any one of the following life and physical sciences, geography with a concentration in conservation of environmental quality, natural resources or physical geography, ecology; zoology; engineering with an emphasis in acoustics or environmental management or a related field, AND two (2) years of progressively responsible professional level experience performing planning research, data analysis, and computations, and preparing and presenting reports and graphics. Possession of a master's degree as stated above may substitute for one (1) year of the required experience, OR
2. One (1) year of experience as a Land Use/Environmental Planner I with the County of San Diego.

Land Use/Environmental Planner III:

1. A master's degree from an accredited college or university in city and regional planning, urban planning, landscape architecture, architecture, geography, archeology, biology with a concentration in wildlife and/or botany; geology; or any one

of the following life and physical sciences, geography with a concentration in conservation of environmental quality, natural resources or physical geography, ecology; zoology; engineering with an emphasis in acoustics or environmental management or a related field, AND two (2) years of progressively responsible professional level experience described above in a public or private planning agency, OR

2. A bachelor's degree as stated above, and three (3) years of progressively responsible professional level experience as described above, OR
3. One (1) year of experience as a Land Use/Environmental Planner II with the County of San Diego.

Note: Professional level experience in a public or private agency may substitute for education on a year for year basis, for up to two (2) years of the education requirement.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: standing, sitting, repetitive use of the hands to operate computers, printers, and copiers; side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials. Extensive: walking or hiking on uneven terrain in remote areas.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens. Limited fieldwork is required. Fieldwork has inherent concerns including, but not limited to, exposure to wild and domesticated animals, poisonous plants, and long driving hours to survey sights.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: March 10, 2000

Reviewed: Spring 2003

Retitled: January 9, 2004 (Class Nos. 003507/003508/003550 – From: Planner I/II/III)

Retitled: April 30, 2004 (Class No. 003523 – From: Junior Planner)

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